



Regn. No. : S/1L/8159(2001-2002)
Estd. 2001

Social integration through Female Healthcare, Education, Cultural participation and Empowerment

MAYA FOUNDATION

(A State Level Non-profit Organisation)

Regd. Office : 15, Adhar Chandra Das Lane, Kolkata - 700 067

City Office : 242/1B, A.P.C. Road, Kolkata - 700 004

Phone : 033 2356 4272, 2555 2823 (O) Mobile : 09830247250, 09230810206

E-mail : mayacharity@gmail.com Website : www.mayacharity.org

Volunteer & Internship Form

A. Personal Details	
Name: (CAPITAL LETTERS)	
Father's Name	
Date of Birth:	Male / Female (use ✓mark)
Nationality:	
Landline Number:	
Mobile Number:	
Email:	
Communication Address:	
Permanent Address:	
Purpose:	1. Academic 2. Personal Interest (use ✓mark)
<i>If academic, please mention the institution details below:</i>	
Institute Name:	
Institute Address & Email	
Contact Person / Guide:	
Contact Person Phone:	
Contact Person Email:	
<i>please include letter from the institute in case of academic purpose</i>	
B. Volunteer / Internship Details	
Duration:	From: To:
Total Month / Hours:	
Areas of Interest: (use ✓mark)	1. Education 2. Child Protection 3. Mother & Child Health 4. Adolescent Health 5. Nutrition 6. Resource Mobilisation 7. Events and Communication
Suggested Areas of Engagement: (use ✓mark)	1. Action Research 2. Sample Study 3. Teaching Children 4. Craft Work / Painting 5. Dance / Music 6. Spoken English 7. Basic Computer Literacy Inputs for Children 8. Project Learning Documentation

	9. Photo Documentation 10. Resource Material Preparation 11. Resource Mobilization 12. Capacity Building Support 13. Group Play and Story Telling 14. Collect Education Materials / Clothes / Toys for Children 15. Any Other(specify):
ID Proof :	
ID Proof Number:	
ID Proof Attached: (use ✓mark)	Yes / No 1. Photocopy 2. Scanned Copy
Insert Your Photo:	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> Insert / Paste Your Recent stamp Sized Photo Here </div>
Insert Your Updated CV:	File Name:

Note for Volunteers / Interns:

1. Maya Foundation Office and other units across West Bengal and other places do not allow consumption of tobacco and tobacco by-products within the office area or project sight.
2. Maya Foundation adheres following policies on Child Protection, Gender, HIV/AIDS, Sexual Harassment at Workplace, Code of Conduct. You will be required to read these policies and abide by the same during the course of your engagement with the institute; Copies of these policies are available during working hours with the Resource Centre / with your Supervisor.
3. Violation of institutional norms & policies may lead to disciplinary actions against the concerned person(s).
4. You will be assigned to report to a Senior Official who would guide you throughout the period of your engagement as Volunteer / Intern.
5. You would be required to sign weekly attendance from the respective guide.
6. You would be required to submit a report of your learning and if required a small presentation.
7. You would be required to deposit an administrative fee of Rs. 1000/- (Rupees One Thousand Only) in every month towards organizing the assignment against which a receipt must be obtained from the cashier and income tax exemption certificate as well if required.
8. We prefer that you devote some of your time after the assignment period towards resource mobilization from your friends / family members towards the benefit of women and children from the poorest of the poor communities.
9. Your suggestions to improve on volunteer / internship assignments will be very much appreciated.

The information cited above is true to the best of my knowledge and I also declare to abide by the terms & conditions mentioned above.

Signature of Applicant: _____

Date: _____

(NB: Accommodation facility is available for student interns at the Maya Foundation Urban Unit subject to availability of the rooms and it's free of cost. Food at Maya Foundation Office / Maya Foundation Urban Unit is not available)

Please contact the following person to submit the application and discuss further on your assignment if necessary.
 Name: Debayan Bagchi (John)/Indrani Majhee Email: mayacharity@gmail.com Tel: 9007095806/9230810206